



Outreach Coordinator - Business Development Team

SCWIST Opportunity

SCWIST (The Society for Canadian Women in Science and Technology) is a not-for-profit society that specializes in improving the presence and influence of women and girls in STEM (Science, Technology, Engineering, and Math) in Canada. SCWIST promotes participation and advancement through education, networking, mentorship, collaborative partnerships and advocacy. Our SCWIST members and community are well established in BC; we have chapter groups in Alberta, Manitoba, and Quebec; and our virtual programs are offered across Canada.

Opportunity

Are you an experienced relationship builder interested in a volunteer opportunity to expand your networking, business development, and partnership engagement skillset? SCWIST has the position for you! This is a fantastic fit for an energetic, hardworking, and people-oriented professional or student who is looking for an impactful role and would like to grow their profile in the field of marketing and business development.

Under the leadership of our Marketing Strategist, you will be involved in external stakeholder outreach to enhance engagement on the SCWIST jobs board. As part of the Business Development team initiatives, you will help create sustainable sources of income for SCWIST to continue adding value for SCWIST members.

This position is 100% work from home. The Outreach Coordinator will work closely with the SCWIST Board of Directors especially Director of Business Development.

Responsibilities

- Proactively connect and partner with corporations looking to hire Women in STEM.
- Be involved in the creation of- and execute marketing plans to promote the employment program initiatives
- Organize, document and track all initiatives in a detailed and timely manner
- Report back on progress and track leads, revenue and new opportunities
- Initiatives might include research, outreach, data analysis, communication, implementation of new tools and systems, testing of services and more.



SCWIST SOCIETY FOR
CANADIAN WOMEN IN
SCIENCE & TECHNOLOGY

Skills and Qualifications

Candidates with interest or experience in the following are desirable:

- Post-secondary education (Business or related field)
- Marketing strategy and business development skills
- Experience with job boards or recruiting programs a definite asset
- Knowledge and experience of database management
- High attention to detail with good analytical skills
- Remarkable organizational and collaboration skills
- Ability to take initiative, prioritize and organize multiple tasks effectively and to see them through to timely completion
- Intermediate MS Office skills including Word, Excel, Gravity Forms and SmartSheets
- A positive, proactive attitude

How to Apply

Include your **cover letter and resume** in your application with “Outreach Coordinator” in the subject line of your email to director-businessdev@scwist.ca

We encourage candidates of all backgrounds and diversity to apply. Thank you for your interest in this opportunity, the shortlisted applicants will be contacted for an interview.